



WASHINGTON STATE HOUSING TRUST FUND  
NOTICE OF FUNDING AVAILABILITY (NOFA)  
SPRING 2012

The Department of Commerce is currently accepting Stage 1 applications for 2012 Housing Trust Fund (HTF) funding. Applications will be accepted for both multifamily and homeownership projects; however, due to the legislative intent of this year's appropriation, which is to create jobs through construction activities, consideration of homeownership projects will be limited to those that include a construction component. **Projects proposing to provide *only* down payment assistance will not be considered at this time.**

Commerce will determine the amount of funds to be allocated to each project based on a financial analysis of the project and total resources available. Per current HTF policy, total funds awarded to individual applicants will be limited to not more than \$2.5 million. Requests for waivers of the \$2.5 million per-applicant limit will be considered by Commerce on a per-project basis for non-tax-credit projects only.

Funds are available as follows:

**Homeless Demonstration Project**

Funds Available:	\$1,500,000
Stage 1 Application Deadline:	May 21, 2012
Stage 2 Applications Invited	May 31, 2012
Stage 2 Applications Due	July 26, 2012
Anticipated Award Date:	August 23, 2012

Funds are available for a demonstration project that supports homeless individuals with low cost living quarters and shared facilities such as kitchens, showers, and community meeting space. The project must meet all local zoning requirements and have the support of the local jurisdiction in which it is located. The project will be required to report cost and outcome measures after the first five years of operation.

**HTF Set-Aside Lists and Alternates**

Funds Available:	\$62,582,000
Stage 1 Application Deadline:	May 30, 2012
Stage 2 Applications Invited	June 28, 2012
Stage 2 Applications Due	August 29, 2012
Anticipated Award Date:	November 15, 2012

Funds are available for projects identified on [LEAP Capital Document 2012-7A](#). First consideration will be given to projects on the LEAP set-aside lists. Applications will be evaluated to determine whether proposed activities are eligible for HTF funding, per RCW 43.185.050, and ready to proceed. Projects will be deemed ready to proceed if they meet the following criteria:

- 1) Likely to have all necessary capital financing committed by March 30, 2013
- 2) Likely to secure all necessary approvals and begin construction by June 30, 2013 (September 30, 2013 for projects pursuing 9% LIHTC allocations)
- 3) Demonstrates revenues (incl. subsidies) sufficient to cover projected operating expenses
- 4) Demonstrates necessary commitments for services, if applicable
- 5) Has sufficient capacity (experience, staffing, resources; no recurring performance issues)
  - a. To develop the project
  - b. To manage the project long-term
  - c. To deliver appropriate services, if applicable
- 6) Compliance issues identified within organization's existing portfolio have been resolved to the satisfaction of public funders, as applicable

In the event that funds appropriated for a particular set-aside are not fully awarded to projects on the respective project list, the excess funds may be awarded to projects within another set-aside or to any project on the Alternates list. In determining which projects will receive excess funds, Commerce will evaluate projects based on the requirements of RCW 43.185.070 and the readiness criteria listed above.

**Note to sponsors of projects on the LEAP Set-Aside Lists:**

If you do not intend to apply for HTF funding in 2012, please let us know by e-mailing a message to [htfapp@commerce.wa.gov](mailto:htfapp@commerce.wa.gov) with the Subject line "Will not apply." In the body of the message, please provide the name of the project and a brief explanation why the project does not intend to apply at this time.

**HTF Competitive Pool**

Funds Available:	\$3,030,000
Stage 1 Application Deadline:	May 30, 2012
Stage 2 Applications Invited	June 28, 2012
Stage 2 Applications Due	August 29, 2012
Anticipated Award Date:	November 15, 2012

Funds are available on a competitive basis for eligible HTF activities. Applications will be accepted from any eligible applicant and will be evaluated based on the requirements of RCW 43.185.070 and the readiness criteria listed above.

**Application Process:**

Applications must be submitted to [htfapp@commerce.wa.gov](mailto:htfapp@commerce.wa.gov) by 5:00 p.m. on the designated deadline. All necessary application materials are available for download from the HTF Multifamily and Homeownership pages, respectively. **Note that the Stage 1 Multifamily form has been updated for 2012. Please be sure to use the current form.** You will need to save a copy of each form to your computer before opening it; otherwise you will not be able to save any changes.

- To access the Multifamily page, click [here](#)
- To access the Homeownership page, click [here](#)